

OVERVIEW OF THE MAJOR SITE PLAN PROCESS IN FAUQUIER COUNTY.

Site plans are approved in Fauquier County through an administrative process coordinated by the Site Plan Coordinator in the Zoning Office. Site plan procedures are governed by Article 12 of the Fauquier County Zoning Ordinance.

Pre-application Meeting

Before a site plan can be submitted to the County, a pre-application meeting is required. Pre-application meetings are scheduled the 2nd, 4th and 5th Tuesday of each month. At the meeting, applicants will meet with review agency staff to discuss submission requirements/procedures and to identify any particular issues related to the proposal. Call Zoning at 540-347-8789 to set up a pre-application meeting.

ESI

The County has partnered with the Engineers and Surveyors Institute (ESI) for site plan review. ESI must review and approve a plan as complete before it can be submitted to the County. ESI transmits findings/approvals/denials to applicants for all plans received by 4:00 p.m. on Thursday the next Monday. Plans to be reviewed by ESI should be dropped off at the Zoning Office.

County Review/TRC

Once approved by ESI, the plans may be submitted to the County for review. Information about submission requirements and fees can be found at the County's web page or by calling the Zoning Office. At the end of the review period, the submitting engineer and owner meet with the review agencies at a Technical Review Committee meeting to discuss comments and resolve outstanding issues. The review cycle continues until the plans are approved

FOR MORE DETAIL, TURN THE PAGE:

CONTACT INFORMATION AT A GLANCE



Fauquier County

Department of Community Development

Site Plan Coordinator: 540-347-8722

Zoning: 540-347-8789

Planning: 540-347-8630

Engineering/Soils: 540-347-8708

Application Forms

Filing Fees/Schedules

Submission Checklists

Regulations

Available on-line at:

www.fauquiercounty.gov/trc



The Engineers and Surveyor's Institute

4450 Brookfield Corporate Drive

Suite A

Chantilly, VA 20151

Tel 703-263-2232

www.esinova.org

MAJOR SITE PLAN REVIEW PROCESS



FAUQUIER COUNTY

Dept. of Community Development
Zoning, Permitting & Inspections

70 Culpeper Street
Warrenton, VA 20187

Phone: (540) 347-8789

Fax: (540) 347-2043

www.fauquiercounty.gov/trc

FIRST REVIEW

Step 1 Applicant submits plan to ESI

- ✓ ESI reviews for completeness
- ✓ Plan must be approved by ESI prior to submission to the County.

Step 2 Applicant submits Site Plan to the County for Review

- ✓ Zoning routes plans to referral agencies for review and comment
- ✓ Comments are returned to Zoning.
- ✓ Comments are available to be viewed via the web as they are received by Zoning (starts in May 2005).
- ✓ Zoning provides comments to submitting engineer and owner/applicant within 45 days (by 4p.m. on the Wednesday prior to TRC meeting).
- ✓ Applicant must contact the Zoning project manager by Friday noon prior to the TRC meeting to identify the key issues to be discussed at TRC. Applicant may request a deferral to the next TRC at this time, if more time is needed to respond.

Step 3 TRC Meeting

- ✓ TRC meetings are held the 1st and 3rd Tuesday of each month.
- ✓ 45 minutes is allocated to each site plan
- ✓ Appropriate staff will be at the meeting to allow resolution of issues at the meeting.
- ✓ The Site Plan Coordinator documents the agreements reached during the TRC meeting, and provides a written summary of the agreements via email or fax to the applicant/engineer and relevant review agencies by noon the day after TRC.

2ND REVIEW

Applicant must resubmit within 35 days

Step 1 Applicant submits plan to ESI

- ✓ ESI reviews for completeness

Step 2 Applicant submits Site Plan to the County for Review

- ✓ Zoning routes plans to any referral agencies with outstanding issues.
- ✓ Comments are returned to Zoning.
- ✓ Comments are available to be viewed via the web as they are received by Zoning (starts in May 2005).
- ✓ Zoning provides comments to submitting engineer and owner/applicant within 35 days of the plan resubmission.

3RD REVIEW

Applicant must resubmit within 25 days

Step 1 Applicant submits Site Plan to the County for Review

- ✓ Zoning routes plans to any referral agencies with outstanding issues.
- ✓ Comments are returned to Zoning.
- ✓ Comments are available to be viewed via the web as they are received by Zoning (starts in May).
- ✓ Zoning provides comments to submitting engineer and owner/applicant within 21 days of the plan resubmission.

SIGNATURE SETS

Applicant must submit within 10 days

Step 1 Applicant submits Signature Sets of plans to the County for signature

Applicant Submission Deadlines

The County has partnered with the development community, committing to specific turn-around times for reviews in exchange for commitments from engineers on resubmission time-frames. Therefore, the resubmission deadlines for applicants are mandatory.

Up to 2 extensions (of 30 days) may be requested for the 2nd Review submission, and up to 1 extension (of 30 and 10 days, respectively) for the 3rd and Signature Set Review resubmissions. Extension requests must be received by fax or email prior to the resubmission deadline. If the deadline is not met and no extension was granted, a \$200 refiling fee must be paid with the resubmission.

More Than 3 Reviews Required?

It is the County's goal to have plans ready to approve by the 3rd review. If comments are not resolved and a 4th submission is necessary, a meeting will be coordinated by the County's Site Plan Coordinator for the project. At the subsequent meeting, both the applicant/owner and design firm must be in attendance to meet with the Director of Community Development and the specific agencies involved. The Director will identify what plan elements need refinement and the specified reasons, in conjunction with the affected referral agencies. An agreed upon submission deadline will be established and the resubmission must be accompanied by a fee totaling 10% of the original filing fee, passed through ESI Review, and will revert to the 45 day initial review schedule.